



BYLAWS OF SAN BERNARDINO COUNTY EMERGENCY MEDICAL CARE COMMITTEE

May 28, 1998

AMENDED: SEPTEMBER 17, 1998

ARTICLE I AUTHORIZATION

SECTION 1: Jurisdiction

The Committee serves the geographic and political entity known as San Bernardino County.

SECTION 2: Purpose

The County's Emergency Medical Care Committee is established pursuant to the California Health and Safety Code Section 1797.20. It is the responsibility of the EMCC to act in an advisory capacity to the Board of Supervisors and the local EMS Agency on all matters relating to emergency medical services, and to perform such other duties as the Board of Supervisors may specify.

SECTION 3: Authority

California Health and Safety Code, Chapter 2.5, Article 3, Section 1797.270 through 1797.276, Chapter 9, Sections 1765 and 1752, and San Bernardino County Ordinance No. 3495.

ARTICLE II MEMBERSHIP

SECTION 1: Appointment and Representation

The EMCC shall be composed of thirteen (13) members appointed by the County Board of Supervisors. The members of the EMCC shall serve at the pleasure of the Board of Supervisors. The EMCC shall consist of the following:

- a. An emergency room or trauma physician
- b. An EMS nurse
- c. A fire chief

- d. A private ambulance provider
- e. A representative of an EMS training institution
- f. A hospital administrator
- g. A law enforcement representative
- h. A representative from an emergency dispatch or communications center
- i. A consumer advocate
- j. A physician
- k. A city manager
- l. An air-ambulance provider
- m. A locally accredited field Emergency Medical Technician-Paramedic

SECTION 2: Liaison Agency

- a. The San Bernardino County EMS Agency shall be the Liaison Agency for this committee.
- b. The Liaison Agency is responsible for reviewing and making recommendations as to the continuation and/or role of the Committee pursuant to County policy.
- c. The Liaison Agency shall provide guidance to the Committee as to its responsibilities and adherence to County policy.
- d. The San Bernardino EMS Agency program manager shall act as “Liaison Officer” for the committee.
- e. The Liaison Agency immediately shall report to the Clerk of the Board of Supervisors any unscheduled vacancy.
- f. The Liaison Agency shall determine the conflict of interest statutes, ordinances and policies applicable to the EMCC committee members (by consultation with County Counsel as necessary) and shall so advise committee members.
- g. The Liaison Agency shall provide staff support in the preparation and distribution of agenda materials and minutes for the Committee.

SECTION 3: Term of Office

Members' terms of office shall be four (4) years expiring on January 31 of the appropriate years and subsequent new terms shall begin February 1 of that year. The terms shall be staggered so that no more than two thirds (2/3) of the terms of the total number of members of the EMCC shall expire in any one (1) year period. A member whose term of office has expired shall continue to serve in that capacity until a new appointment is made. Committee members shall serve at the pleasure of the Board of Supervisors and may be removed from the committee at any time only by the Board of Supervisors.

SECTION 4: Committee Vacancies

The members of the EMCC are appointed by the Board of Supervisors and the Board of Supervisors shall fill all committee position vacancies. A resigning committee member shall submit his/her original written resignation to the Clerk of the Board of Supervisors. The staff

liaison agency is responsible to notify immediately the Clerk of the Board of Supervisors of any unscheduled vacancies. The staff liaison will provide the Board of Supervisors with written notification of vacancies and the Board of Supervisors will take the necessary action to declare the position vacant and fill the position.

The absence of a committee member from two (2) consecutive meetings of the committee shall be cause for the Chairman of the EMCC to contact the committee member to discuss participation in the meetings. Whenever a committee member fails to attend two (2) consecutive meetings or three (3) total meetings in a calendar year, without good cause entered into the minutes, the EMCC Chairman shall correspond with the Chairman of the Board of Supervisors and recommend that the committee member be removed from the committee. Committee members serve at the pleasure of the Board of Supervisors and may be removed only by the Board of Supervisors.

SECTION 5: Quorum

The meeting will be called and a minimum of seven (7) members is required. A quorum is requisite for the transaction of any business of this committee.

SECTION 6: Voting

Each member as defined in Article II, Section 1 of these Bylaws shall have one (1) vote and shall not have the right to accumulate votes. A majority vote with a quorum in attendance shall be required to take action on a matter before the EMCC.

SECTION 7: Election of Chairperson and Vice-Chairperson

A Chairperson and Vice-Chairperson shall be elected annually from the voting members of the EMCC at the first meeting of each calendar year by a simple majority of the EMCC members present. The Vice-Chairperson shall assume the responsibilities of the Chairperson in his/her absence.

ARTICLE III MEETINGS

SECTION 1: Regular Meetings

The EMCC shall meet on the third Thursday of every other month, holidays excepted, at a time and location to be determined by the EMCC.

SECTION 2: Special Meetings

Special meetings may be called at the discretion of the Chairperson or at the request of a majority of the members. Committee members must be given at least ten (10) working days notice in writing of all special meetings.

SECTION 3: Meeting Announcements

All meetings of the committee shall be open to the public and notices of the meeting posted in a location fully accessible to the public 72 hours before the meeting pursuant to the Brown Act.

SECTION 4: Meeting Agendas

Meeting agendas for all scheduled committee meetings shall be transmitted in advance in writing to all committee members and other interested persons who have submitted a request in writing. Agenda items proposed for consideration at a scheduled meeting of the committee shall be submitted to the administrative staff no later than thirty (30) working days prior to the meeting. Agendas will be prepared by ICEMA staff in cooperation with the Chairperson. Where appropriate and feasible, written backup information material should be submitted concurrently with the proposed agenda items for advance distribution to committee members. There shall be a notation on the agenda for public comments. Agendas should be mailed one (1) week prior to the next scheduled meeting.

SECTION 5: Meeting Commencement

All EMCC meetings will begin at precisely the time stated on the agenda. If there is no quorum at the designated starting time of the meeting, the meeting will not be conducted. A meeting may be held to discuss views, but no decisions can be made.

SECTION 6: Rules of Order

All meetings will be governed by Robert's Rules of Order unless otherwise agreed to by the majority of the members present.

SECTION 7: Review of Bylaws

Bylaws shall be reviewed every three (3) years.

ARTICLE IV AD HOC COMMITTEES

SECTION 1: Establishment and Appointment

Ad Hoc Committees may be established and appointed by the Chairperson of the EMCC. The Chairperson, with the concurrence of the Committee, shall appoint the members and the chair of the Ad Hoc Committee(s). Regular, ex officio and non-members may be appointed to the Ad Hoc Committee(s). Only appointed members of the Committee can vote on a decision to be presented to the Committee at Large.

SECTION 2: Assignments

The Chairperson will define in precise terms the assignment to be completed providing a definitive timeframe for reporting to the Committee. The Ad Hoc Committee will be dissolved once the assignment is completed and a report is submitted for consideration to the Committee.

ARTICLE V COMMITTEE RESPONSIBILITIES

SECTION 1: The Committee shall perform duties as stated in the Health and Safety Code, Section 1797.276 and County Ordinance No. 3495 as follows:

- a. Annually review the ambulance services operating within the County; and
- b. Annually review emergency medical care offered within the County, including programs from training large numbers of people in cardiopulmonary resuscitation and lifesaving first aid techniques; and
- c. Annually review first aid practices within the County; and
- d. Annually report its observations and recommendations to the Board of Supervisors, the State EMS Authority, the Health Officer and the local EMS agency relative to its review of the ambulance services, emergency medical care, first aid practices, and programs for training people in cardiopulmonary resuscitation and lifesaving first aid techniques, and public participation in such programs in the County.
- e. Review and comment on proposed EMS legislation, EMS plans, protocols and policies to be adopted by the local EMS agency, and shall report its findings to the County Health Officer and/or the Board of Supervisors as appropriate.

SECTION 2: Additional duties and responsibilities

The EMCC shall perform additional duties and responsibilities as directed by the San Bernardino County Ambulance Ordinance, the EMS Transportation Plan for San Bernardino County, and any subsequent duties specified in county ordinances and/or state laws.

ARTICLE VI STANDARDS OF ETHICS AND CONDUCT

SECTION 1: County Policies

Committee members shall comply with the current policies approved by the Board of Supervisors.

SECTION 2: Responsibilities of Public Office

Individuals appointed to the committee are agents of the public and serve for the benefit of the public. They shall uphold and act in accordance with the Constitution of the United States, the Constitution of the State of California, the Charter of the County of San Bernardino, and ordinances, rules regulations, and policies of the County.

ARTICLE VII AMENDMENT TO BYLAWS

SECTION 1: Adoption of Bylaws

The proposed Bylaws shall be circulated to the Committee in writing at least thirty (30) days in advance of the meeting at which a vote may be called.

SECTION 2: Required Vote for Adoption

The Bylaws of the Committee shall be adopted if approved by a majority of the voting Committee members and approved by the Board of Supervisors.

SECTION 3: Proposed Amendments

Proposed Bylaw amendments shall be circulated to the Committee in writing at least thirty (30) days in advance of the meeting at which a vote may be called.

SECTION 4: Required Vote for Adoption of Amendments

The Bylaws of the Committee may be amended if approved by a majority of the voting Committee members and approved by the Board of Supervisors.